

## ASSIGNMENT 4

Textbook Assignment: "Travel," "Security," and "Legal," chapters 9, 10, and 11, pages 9-1 through 11-10.

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Learning Objective: Explain the regulations governing official travel and transportation at government expense.

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4-1. Which of the following publications contain(s) regulations pertaining to travel status and travel orders?

1. *Joint Federal Travel Regulations* (JFTR), volume I
2. *U.S. Navy Instructions* (NTIs)
3. Both 1 and 2 above
4. *Naval Military Personnel Manual* (MILPERSMAN)

4-2. YN3 Pistol is ordered to a 5-day school in security procedures and will return to his parent command. What form of orders will YN3 Pistol be issued?

1. TAD
2. TDY
3. PCS
4. Group travel

4-3. Mileage allowance in lieu of transportation (MALT) covers cost of transportation expenses only of members performing travel at personal expense under PCS or TAD orders.

1. True
2. False

4-4. Which of the following allowances covers the cost of lodging, subsistence, and other incidental expenses related to travel?

1. MALT
2. Per diem
3. Mileage
4. Personal allowance

4-5. When the member travels by privately owned conveyance (POC) and pays the operating expenses of the POC because transportation requests are not available at the time and place required, the member may receive which of the following types of reimbursements?

1. MALT only
2. MALT plus per diem
3. Actual cost only
4. Actual cost based on mode of transportation authorized and used, plus per diem

4-6. Under the lodging-plus method of reimbursement involving orders, receipts are required to support entitlement to the per diem allowance portion.

1. True
2. False

4-7. If a lodging receipt shows a charge for double occupancy and the other person sharing the room is a member or government employee on official travel, the traveler is allowed what portion of the double occupancy charge?

1. One-fourth
2. One-third
3. One-half
4. Three-quarters

- 4-8. In what way, if any, does reimbursement for MI&E differ from lodging expenses?
1. MI&E is payable to members without itemization of expenses and without receipts
  2. MI&E is not payable to members when government facilities are available
  3. MI&E is payable to members when government facilities are available only
  4. None
- 4-9. Which of the following officials determines if government messing is essential to training and readiness?
1. Chief of Naval Personnel
  2. Chief of Naval Operations
  3. Secretary of the Navy
  4. Commanding officer
- 4-10. Per diem is not payable in which of the following situations?
1. For any day that is classified as leave or proceed time
  2. For any period an enlisted member is undergoing processing or indoctrination where both government mess and quarters are available before reporting to the permanent duty station (PDS)
  3. For travel or temporary duty performed within the limits of PDS other than as authorized for the arrival at, departure from, and return to the PDS
  4. All of the above
- 4-11. The computation of constructive travel is based solely on the carrier's required check-in time at the terminal.
1. True
  2. False
- 4-12. The MI&E rate is prorated on a quarter-day basis. On the day of departure when the member's travel status begins in the second quarter, what percentage of MI&E rate is allowed?
1. 100%
  2. 75%
  3. 50%
  4. 25%
- 4-13. On the day of return when the member's travel status ends in the second quarter, what percentage of MI&E rate is allowed?
1. 100%
  2. 75%
  3. 50%
  4. 25%
- 4-14. When constructive travel is computed, per diem is based on the location of the member at what hour?
1. 0900
  2. 1600
  3. 1900
  4. 2400
- In answering questions 4-15 through 4-17, refer to the information given below. GSE2 Brush received TAD orders to Fleet Training Group, Norfolk, VA, via POC. GSE2 Brush departed at 0730 on 9 July and reported to his TAD station at 1200 on the same day. Lodging and government mess were available at the TAD station. The cost for government quarters is \$6. Per diem is \$26 and the current rate for mileage is \$0.25 per mile. GSE2 Brush departed the TAD station on 15 July at 1600 and returned to his PDS at 2030 the same day.
- 4-15. What is the per diem allowance for GSE2 Brush on 9 July?
1. \$26.00
  2. \$19.50
  3. \$19.00
  4. \$16.50

- 4-16. Since government mess is available, what amount, if any, will be deducted from the MI&E on 10 July?
1. \$2.25
  2. \$6.75
  3. \$11.25
  4. Nothing will be deducted; GSE2 Brush must still pay for meals in government mess
- 4-17. Upon return to his PDS, to what total amount will GSE2 Brush be entitled for reimbursement?
1. \$236
  2. \$281
  3. \$291
  4. \$296
- 4-18. Which of the following offices is/are designated by BUPERS as a Navy Transportation Office (NAVPTO)?
1. Navy Comptroller (NAVCOMPT)
  2. Personnel support activity detachments (PERSUPPDETs)
  3. Scheduled airlines transportation offices (SATO)
  4. Both 2 and 3 above
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- Learning Objective: Identify the policies and procedures that govern passenger transportation.
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- 4-19. Which of the following offices are responsible for providing passenger transportation services for official travel?
1. NAVPTOs
  2. PERSUPPDETs only
  3. SATOs and NAVCOMPT
  4. SATOs and PERSUPPDETs
- 4-20. Passenger reservation requests (PRRs) for international or overseas passenger transportation are submitted to which of the following offices?
1. NAVPTOs
  2. PCPs
  3. Both 1 and 2 above
  4. SATOs
- 4-21. Which of the following offices are authorized to arrange international and transoceanic travel when it originates outside of CONUS?
1. NAVPTOs when there are no PCPs in the geographic region
  2. PCPs
  3. SATOs
  4. Both 2 and 3 above
- 4-22. Which of the following passenger reservation procedures should be followed when requesting passenger transportation?
1. Make arrangements for international or transoceanic travel through the supporting PERSUPPDET when travel originates from a shore station
  2. Submit passenger reservation requests to the area commander supporting the home port when travel originates from a ship
  3. Submit PRRs to the type commander with regional responsibilities when travel originates from a ship that is deployed away from the home port
  4. All of the above
- 4-23. A list of NAVPTOs is contained in which of the following publications?
1. *Naval Military Personnel Manual*
  2. *Joint Federal Travel Regulations*
  3. *Issuance of the Navy Passenger Transportation Manual*
  4. *Naval Travel Instructions*

IN ANSWERING QUESTIONS 4-24 THROUGH 4-27, SELECT FROM COLUMN B THE TRAVEL CODE USED ON PRRS THAT MATCHES THE DESCRIPTION IN COLUMN A.

	<u>A. DESCRIPTIONS</u>	<u>B. CODES</u>
4-24.	Authorized or directed air travel of military officer personnel in PCS status, accompanied by dependents	1. PT 2. OA 3. EA 4. PU

4-25. Authorized or directed air travel of military enlisted personnel in PCS status, accompanied by dependents

4-26. Authorized or directed air travel of military personnel in PCS status, not accompanied by dependents

4-27. Authorized or directed air travel of military personnel in TAD status

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Learning Objective: Explain how to complete PCS Travel, NAVPERS 7041/1.

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4-28. The PCS Travel, NAVPERS 7041/1, is used for which of the following reasons?

1. It is the primary source of statistical information regarding transfers
2. It is an essential tool used in the fiscal management of the Permanent Change of Station Program
3. It is used for effective and efficient budgeting of PCS funds
4. All of the above

4-29. A NAVPERS 7041/1 must be submitted each time a member is involved in a PCS transfer.

1. True
2. False

4-30. When should the NAVPERS 7041/1 be completed?

1. During the member's check-out process from the detaching permanent duty station
2. During the member's check-in process at the receiving permanent duty station
3. While the member is in a leave status en route to the next permanent duty station
4. Within 30 days of receipt of PCS orders

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IN ANSWERING QUESTIONS 4-31 THROUGH 4-34, SELECT FROM COLUMN B THE PART OF NAVPERS 7041/1 THAT LISTS THE INFORMATION IN COLUMN A.

	<u>A. INFORMATION</u>	<u>B. PARTS</u>
4-31.	Household goods	1. I
4-32.	Dependents	2. II
4-33.	Itinerary	3. III
4-34.	Vehicles	4. IV

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Learning Objective: Identify the basic principles of the Navy security program and types of security briefings and debriefings.

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- 4-35. Who at an activity must be knowledgeable about the security orientation, education, and training program?
1. All officers above the grade of LCDR only
  2. All officers in the grades of ENS through LT only
  3. All CPOs only
  4. All officers, enlisted personnel, and civilians who have access to classified material
- 4-36. Which of the following is one of the purposes of the security orientation, education, and training program?
1. To familiarize personnel regarding mobilization requirements
  2. To familiarize personnel having access to classified material with the proper security procedures
  3. To educate personnel about the role of seapower in national security
  4. To familiarize personnel with new defense weapons and systems
- 4-37. Who at an activity has the responsibility for educating personnel on procedures for safeguarding classified material?
1. Commanding officer
  2. Training officer
  3. Educational services officer
  4. Custodian of registered publications

- 4-38. YNC Pistol supervises three YNs in the captain's office. Who must make sure these YNs are trained in their duties to safeguard the officer's classified material?
1. Training officer
  2. Ship's secretary
  3. YNC Pistol
  4. Educational services officer
- 4-39. What is the primary objective that should be impressed on your personnel regarding effective security?
1. Security is a collateral duty
  2. Security is not something separate and apart from other duties
  3. Access to classified information is not permitted to personnel who have an interest in promoting national security
  4. Unnecessary reproduction of classified material must be prevented
- 4-40. What type of security briefing should be conducted during the training of personnel who enter the Navy or Marine Corps?
1. Indoctrination
  2. Orientation
  3. On-the-job training
  4. Special briefing
- 4-41. How often should personnel having access to classified information receive a refresher briefing?
1. Monthly
  2. Quarterly
  3. Semiannually
  4. Annually
- 4-42. How often must personnel who have access to material classified Secret or above be given a counterespionage briefing?
1. Once a year
  2. Once every 2 years
  3. Once every 3 years
  4. Once every 5 years

- 4-43. Counterespionage briefings are conducted by which of the following individuals?
1. Security manager
  2. Commanding officer
  3. Naval Investigative Service agent
  4. Defense Investigative Service agent
- 4-44. Who assures that you undergo a defensive foreign travel briefing?
1. Educational services officer
  2. Security manager
  3. Administrative officer
  4. Commanding officer
- 4-45. Who determines if your dependents should receive a defensive foreign travel briefing?
1. Commanding officer
  2. Administrative officer
  3. Security officer
  4. Educational services officer
- 4-46. Under what circumstances must a commanding officer make sure a security debriefing is conducted for a member?
1. If the member is separated from active duty
  2. If the member no longer requires access to classified material
  3. If the member inadvertently gains substantive access to information that he or she is not eligible to receive
  4. All of the above
- 4-47. When a security debriefing has been conducted for a member, what disposition is made of the original of the Security Termination Statement, OPNAV Form 5511/14?
1. Filed in the individual's service record
  2. Filed in the classified material records file
  3. Forwarded to Director, Naval Investigative Service
  4. Forwarded to the Bureau of Naval Personnel
- 4-48. When the security clearance of a marine has been revoked for cause, what disposition is made of the original security termination statement?
1. Filed in the individual's service record
  2. Filed in the command's files for 2 years
  3. Forwarded to the Commandant of the Marine Corps
  4. Forwarded to Director, Naval Investigative Service
- 4-49. What disposition is made of the security termination statement when the statement is executed at the conclusion of a limited access authorization?
1. Filed in the individual's service record
  2. Filed in the command's files for 2 years
  3. Forwarded to the Bureau of Naval Personnel
  4. Forwarded to Director, Naval Investigative Service
- 4-50. A security termination statement is not executed when a member is being transferred from one command to another.
1. True
  2. False

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Learning Objective: Describe the practices and procedures applicable to administrative investigations or fact-finding bodies.

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- 4-51. An officer in command is responsible for initiating investigations of incidents involving his or her personnel. Which of the following individuals or commands is/are responsible for conducting an investigation for a member who is injured during a PCS transfer?
1. The detaching command
  2. The reporting command
  3. Both 1 and 2 above
  4. The area commander
- 4-52. What are the primary functions of an administrative fact-finding body?
1. Investigating the facts of an alleged offense and recommending appropriate disciplinary action
  2. Searching out, developing, assembling, analyzing, and recording all available information about the matter under investigation
  3. Interrogating witnesses and determining if an offense has been committed
  4. Investigating the facts of an incident and determining if a trial is warranted
- 4-53. The time period for an administrative fact-finding body to submit its investigation should not normally exceed how many days?
1. 15 days
  2. 20 days
  3. 30 days
  4. 45 days
- 4-54. How many kinds of administrative fact-finding bodies are there?
1. Five
  2. Two
  3. Three
  4. Four
- 4-55. At least how many officers must be appointed to a court of inquiry?
1. Five
  2. Two
  3. Three
  4. Four
- 4-56. Before an officer may convene a fact-finding body required to conduct a hearing, the officer must have what authority?
1. To convene a general or summary court-martial
  2. To convene a special or summary court-martial
  3. To convene a general or special court-martial
  4. To impose nonjudicial punishment
- 4-57. A fact-finding body required to conduct a hearing consists of what minimum number of officers?
1. One
  2. Two
  3. Three
  4. Four
- 4-58. Who may authorize a person to be designated as a party to an investigation?
1. The convening authority
  2. The fact-finding body
  3. Both 1 and 2 above
  4. The commanding officer

4-59.	A fact-finding body not required to conduct a hearing may collect evidence in which of the following ways?		Learning Objective: Explain the regulations applicable to reports of offense.
	<ol style="list-style-type: none"> <li>1. Personal interviews only</li> <li>2. Correspondence only</li> <li>3. Personal interviews and telephone inquiries only</li> <li>4. Personal interviews, correspondence, and telephone inquiries</li> </ol>	4-63.	<p>An immediate commander should refer to which of the following Rules for Courts-Martial (R.C.M.) regarding the initial disposition of a report of offense?</p> <ol style="list-style-type: none"> <li>1. R.C.M. 306</li> <li>2. R.C.M. 601</li> <li>3. R.C.M. 701</li> <li>4. R.C.M. 1103</li> </ol>
4-60.	SK2 Doe has been accused of larceny. Before security personnel interrogate or request a statement from SK2 Doe, they must comply with which of the following articles?	4-64.	<p>Within the limits of a commander's authority, which of the following actions may he or she take to initially dispose of a charge?</p> <ol style="list-style-type: none"> <li>1. Administrative action</li> <li>2. Nonjudicial punishment</li> <li>3. Disposition of charges according to R.C.M. 401</li> <li>4. All of the above</li> </ol>
4-61.	When a suspect desires to waive his or her rights regarding self-incrimination, which of the following forms may be used by investigative personnel?	4-65.	<p>Which of the following individuals may prefer charges?</p> <ol style="list-style-type: none"> <li>1. CAPT Doe</li> <li>2. LCOR Brush</li> <li>3. YN1 Pistol</li> <li>4. All of the above</li> </ol>
4-62.	Which of the following administrative fact-finding bodies submits its report in letter form?	4-66.	<p>The Charge Sheet, ID Form 458, consists of how many sections?</p> <ol style="list-style-type: none"> <li>1. Five</li> <li>2. Two</li> <li>3. Three</li> <li>4. Four</li> </ol>
	<ol style="list-style-type: none"> <li>1. Court of inquiry</li> <li>2. Administrative fact-finding body required to conduct a hearing</li> <li>3. Administrative fact-finding body not required to conduct a hearing</li> <li>4. All of the above</li> </ol>	4-67.	<p>How should (a) charges and (b) specifications be numbered?</p> <ol style="list-style-type: none"> <li>1. (a) Roman numerals (b) Roman numerals</li> <li>2. (a) Arabic numerals (b) Arabic numerals</li> <li>3. (a) Roman numerals (b) Arabic numerals</li> <li>4. (a) Arabic numerals (b) Roman numerals</li> </ol>



- 4-68. What facts should be included in the specifications on a charge sheet?
1. The accused's rate, name, branch of service, social security number (SSN), and statement of facts only
  2. The accused's rate, name, branch of service, SSN, unit, time of offense, and statement of facts only
  3. The accused's rate, name, branch of service, unit, time of offense, place of offense, and statement of facts only
  4. The accused's rate, name, branch of service, SSN, unit, time of offense, place of offense, and statement of facts
- 4-69. In the preferral section of the charge sheet, who usually signs the charges as accuser?
1. The officer who conducted the preliminary investigation
  2. The person who originally placed the accused on report
  3. The first officer to become aware that an offense has been committed
  4. The president of the appointed general court-martial board
- 4-70. What action should be taken by an officer exercising summary court-martial jurisdiction upon receipt of sworn charges?
1. Forward the charges to his or her superior
  2. Enter the hour and date of receipt on the charge sheet
  3. Proceed with the trial
  4. Return the charges to the convening authority after reviewing them
- 4-71. Which of the following individuals endorses the referral, service of charges section on a charge sheet?
1. The president
  2. The convening authority
  3. The accused
  4. The military judge

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Learning Objective: Describe the principles involved in censure as it applies to a statement of adverse opinion or criticism of an individual's conduct or performance.

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- 4-72. What two forms of censure express adverse reflection upon or criticisms of a person's conduct?
1. Reflection and criticism
  2. Admonition and reprimand
  3. Reflection and reprimand
  4. Criticism and censure
- 4-73. A nonpunitive letter is issued for what reason?
1. To remedy a noted deficiency in conduct or performance of duty
  2. As a form of nonjudicial punishment
  3. As a result of a sentence by court-martial
  4. To request a change in behavior
- 4-74. Other than secretarial letters of censure, a nonpunitive letter may be appended to which, if any, of the following documents?
1. Fitness reports
  2. Enclosures to investigations
  3. Departmental records of the recipient
  4. None of the above
- 4-75. In what form should punitive letters for nonjudicial punishment be issued to (a) officers and (b) enlisted personnel?
1. (a) In writing only  
(b) in writing only
  2. (a) In writing or orally  
(b) in writing or orally
  3. (a) In writing only  
(b) in writing or orally
  4. (a) In writing or orally  
(b) in writing only